

Manage Your Volunteer Hours

Use the **Hours** tab on the Volunteer Portal to view a history of the hours you have volunteered. Volunteers can view all the functions and total time volunteered from the **My Hours History** workspace.

Details	Function	Building	Start Date/Time	End Date/Time	Total Time	Self Entered	Options
Details	School Event	Raptor High School	01/29/18 7:10 AM	01/29/18 10:35 AM	03 hrs 25 mins	Yes	Remove
Details	School Event	Raptor High School	01/22/18 9:30 AM	01/22/18 11:30 AM	02 hrs 00 mins	Yes	Remove

The functions, building, start date and time, end date and time, total time and log method displays.

You can filter the hours to be displayed using the **Filter** drop-down menu. Hours can be filtered by **Current Period** (since last Reset) and **All Hours**. If hours have been reset, the date of the last reset displays following the **My Hours History** label.

Click **Details** next to the function to view the hour details.

Add Hours

When the Allow Volunteers to Add Hours setting is enabled, volunteers can add the hours that they volunteered in the Volunteer Portal. Perform the following steps to add hours:

1. On the Volunteer Portal, click the **Hours** tab.
2. On the **My Hours History** workspace, click **Add Hours** and then specify the following information:

- **Past Event*** – Select the event where you volunteered from the drop-down list. If the event is not listed, select **Event Not Listed Here**.
- **Function*** – Select the function you performed during the event from the drop-down list.
- **Location*** – Select the building where you volunteered for this event. If the building is not listed, select **Location Not Listed**.
- **Start Date/Time*** – Select the date and time you began volunteering.
- **End Date/Time*** – Select the date and time you stopped volunteering.
- **Organization*** – If you specified an organization in your volunteer profile, select the organization from the drop-down list. You can also select **None**.
- **Notes** – Optionally, enter notes about the event.

3. Click **Save**.

Modify Hours

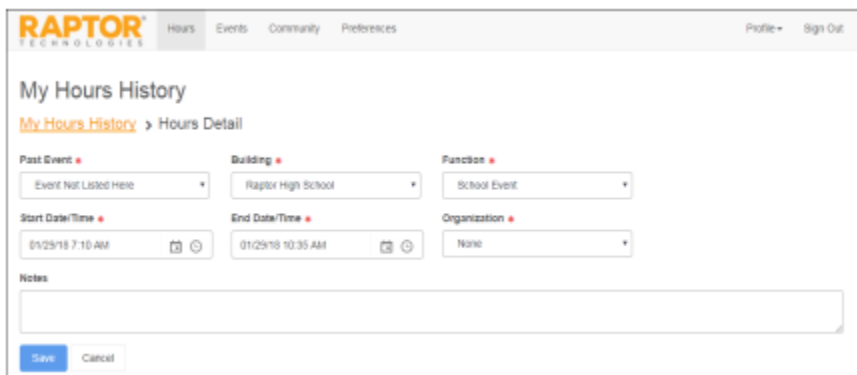
Users with the *Can Edit Volunteer Hours* permission can edit the volunteer hours that they added to the volunteer portal.

Note:

The *Allow Volunteers to Add Hours* setting must be set to **Yes** to be able to use this feature.

Perform the following steps to modify your hours:

1. Click **Details** next to the function.



The screenshot shows the 'My Hours History' page in the Raptor Technologies interface. The page has a navigation bar with 'Hours', 'Events', 'Community', and 'Preferences'. The main content area is titled 'My Hours History' and includes a breadcrumb trail: 'My Hours History > Hours Detail'. The form contains several fields: 'Past Event' (dropdown menu with 'Event Not Listed Here'), 'Building' (dropdown menu with 'Raptor High School'), 'Function' (dropdown menu with 'School Event'), 'Start Date/Time' (calendar icon and '01/29/18 7:10 AM'), 'End Date/Time' (calendar icon and '01/29/18 10:35 AM'), and 'Organization' (dropdown menu with 'None'). There is also a 'Notes' text area and 'Save' and 'Cancel' buttons at the bottom.

2. Modify the **End Date/Time** and click **Save**.

Delete Hours

When the *Allow Volunteers to Add Hours* setting is enabled, volunteers can delete the hours that they volunteered in the Volunteer Portal.

Note:

A volunteer can modify or delete those hours they added; not hours related to a sign in.

Perform the following steps to delete hours:

1. On the Volunteer Portal, click the **Hours** tab.
2. In the **My Hours History** grid, locate the entry you want to delete, and click **Remove**.
3. On the confirmation dialog, click **Yes** to remove the hours entry.